

Youth Camp Emergency Plan

The purpose of a written emergency plan is to inform camp staff and volunteers what actions to follow to ensure each camper's safety while at camp.

Staff and volunteers must receive training in the emergency plan. Training must include an opportunity to discuss the procedures and ask questions. Staff and volunteers must know and follow the camp's emergency procedures.

- Describe the training: what/where/when. Document that each staff/volunteer was trained before camp and knows the emergency procedures.
- Where are copies of the written emergency plan kept? Do staff/volunteers receive a copy?

Writing Emergency Procedures:

Describe your procedures or actions you want staff to take for each question or item:

1. When severe weather or other emergencies happen where do campers go to be safe?
2. How would campers and staff evacuate the camp? Do you use buses or cars?
Where would everyone go?
3. How do you account for all campers? Do you have a daily roster? Describe procedures for locating a missing camper.
4. For each group of campers, the operator must have a minimum of two staff present. At least one staff member must be an adult. In the event of an emergency, describe who remains with an injured camper and who summons emergency assistance.
5. Where is a phone that can be used to dial 911? Do senior staff persons have cell phones? Who is responsible to call 911?
6. How do you contact emergency services if the telephone is not working?
7. What is available for transporting campers and staff in an emergency?
8. How would you notify parents what's happening?

9. How does the camp receive emergency communication?
10. Where would parents pick up the campers?
11. When are drills in the procedures done with campers? Document the drills, a written record is required: date/time/etc. Did staff and camper follow directions?

Do any procedures need revision? Drills are required early in each session.